

Department of Developmental Services (DDS)
Disabilities Advisory Committee (DAC)

Meeting Minutes
Wednesday, March 16, 2011
10:30-11:30 a.m.

Members Attended

Victoria King
Peggy Peter
Dianne Robbins
Beth Muehe

Other Attending

Kathleen Ozeroff
Yolanda Alvarez
Melissa Woodall
Audrey Berotti

Victoria King called meeting to order at 10:35 a.m.

Motion to approve minutes from February Meeting. Motion passed

Old Business:

1. DDS/EDD State Disability Insurance and Paid Family Leave workshops:
Dianne to contact April Oakley from EDD and Tamara Wheeler, Training Officer, to coordinate workshops.

Yolanda Alvarez, Personnel Officer, and Melissa Woodall, FMLA Coordinator are interested in working in conjunction with DAC and EDD to provide a day of workshops on State Disability, Paid Family Leave and FMLA. The FMLA workshops will provide an overview on FMLA including employee and supervisor responsibilities.

2. By-Laws were signed by Terri Delgadillo. Victoria to coordinate with Gloria Fong to post on DAC site on OASIS.
3. All-Staff Training on Disability Etiquette: The DAC asked Kathleen Ozeroff, Chief of Human Rights and Advocacy Services, to come to this meeting to clarify her request for training on disability etiquette.

Kathleen would like the DAC to contact Department of Rehabilitation or Health Care Services to get a sense of what other departments are doing to educate staff on disability etiquette. Kathleen envisions this training happening sometime around October, which is Disability Awareness month.

It was suggested that Kathleen contact the trainer for the mandatory Harassment Prevention training and ask that they add one or two slides on

disability etiquette to get this essential information to HQ employees as soon as possible.

It was suggested that DAC post a flyer on the intranet that lists all of the appropriate terms when referring and speaking to people with disabilities. It was also suggested that Kathleen send a flyer of this type to DDS HQ All Staff and DAC coordinate with Personnel Transactions to have this document included in new employee packets.

4. DAC recruitment at Developmental Centers (DC): Kathleen recently met with Mark Hutchinson, Chief Deputy Director, and Patricia Flannery, Deputy Director of Development Centers Division (DCD) to discuss recruiting DAC members at the DC level. Patricia is checking with the individual DCs for interest in the DAC. It was suggested that the DCs could be represented by obtaining a DAC member from DCD.
5. Update on request to Executive Staff for additional volunteers for Emergency Response Team: Per Audrey Berotti, Health and Safety Officer, Karyn Meyreles, ADMIN Deputy Director and Audrey have discussed making Emergency Response Team meetings mandatory however, it appears that the request to ask Exec Staff to solicit their divisions for more volunteers for the Emergency Response Team was not fully communicated with Exec Staff during prior meetings. The DAC asked that Kathleen clarify our request for Exec Staff to assist with recruiting more Emergency Response Team members to assist disabled employees in the event of an emergency, Kathleen agreed to follow up with Karyn and Mark about this issue.

Audrey is scheduling an Emergency Response Team meeting in the near future and asked that a DAC representative be present and speak on the importance of participation in Emergency Response Team.

Both Kathleen and Audrey agreed to attend the DAC meeting next month. Beth will also send a meeting invitation to Karyn.

6. DAC email account update: Victoria contacted ISD to inquire about a DAC email account. Victoria was informed that she needed to contact Customer Support about a possible option in Outlook for DAC's group email. Nicole: Mark Hutchinson would like to see the DAC include staff from the DCs. Victoria to email Kathleen and request she contact DCD to start the recruitment process within the DCs for DAC Committee Members.
7. Audrey made DAC's requested change to the Emergency Response Plan (removing the phrase "stay out of the way of evacuating employees"). Audrey to coordinate with Gloria Fong to have updated Emergency Response Plan posted on Oasis.

8. Brief discussion among DAC members about possible need for meeting ground rules. Victoria to add to agenda for next month.

Meeting concluded at 11:40